



Foreign Affairs Manual

VOLUME 5 – Information Management

Change Transmittal: IM-126

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5 FAM ADMINISTRATIVE CHANGES

Changes

1. This Change Transmittal issues administrative updates that identify the office of origin (content ownership) of several subchapters. These subchapters have not been reviewed for substance or content accuracy, and aside from adding the office of origin notation, only minor typographical and formatting corrections have been done. The subchapters (and their most recent issuance) are:
 - 5 FAM 440, Electronic Records, Facsimile Records, and Electronic Mail Records (TL:IM-19; 10-30-1995)
 - 5 FAM 460, The Privacy Act and Personally identifiable information (CT:IM-111; 07-12-2010)
 - 5 FAM 650, Configuration Management (CM) (TL:IM-32; 01-23-2002)
 - 5 FAM 740, Cookies (TL:IM-33; 02-27-2002)
 - 5 FAM 960, Publications (TL:IM-4; 6-30-92)
 - 5 FAM 970, External Research Activities (TL:IM-4; 6-30-92)
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The offices responsible for the material in these subchapters are given at the beginning of each subchapter. Please direct questions concerning

content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 5 FAM materials as listed above (the cited CTs and TLs) and insert the corresponding new 5 FAM material in their places (CT:IM-126; 02-28-2012).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:IM-126 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.